

ASSOCIATE ENGINEER

NATURE OF WORK

This is responsible engineering work following accepted engineering principles and practices in the investigation, development, construction, and maintenance of engineering projects.

Work involves responsibility for specialized functions involved in the City's engineering program or for Level IV hardware and software support and troubleshooting, computer training and programming of complete multi-functional systems. Supervision may be exercised over technical subordinates. Work is reviewed by a professional or administrative superior through discussion and inspection, principally for determining general progress and adherence to departmental policies and regulations. An employee in this position may function as a "Project Engineer".

EXAMPLES OF WORK PERFORMED

Reviews engineering studies, plans and specifications from outside consultants to ensure quality control standards are followed.

Assists in the update of the Comprehensive Plan.

Develops and implements public information and education programs which may include public presentations; attends public hearings on behalf of the City in order to answer questions regarding public works and utility projects.

Organizes and prepares special assessments for assigned projects to insure they are consistent with assessment policies; coordinates the initiation of special assessment districts.

Assists in the preparation and monitoring of capital and operational budgets; assists in the preparation and administration of project budgets to yield on time, and at or under budget projection.

Prepares and reviews traffic impact studies and provides written recommendations; prepares and reviews draft environmental reports per Federal requirements; implements traffic safety improvement and traffic management programs.

Develops long or short range transportation improvement programs.

Assists in the administration of the City's sidewalk program, sight distance standards and temporary traffic control requirements.

Supervises subordinates in the design and preparation of plans for the public infrastructure; provides specific support and training of subordinates relative to construction management of the various components of the public infrastructure.

Prepares project proposal items including special provisions, special plans, and engineering estimate; sets project budget and controls labor and/or construction costs.

Plans and implements the development of complete systems including associated hardware and software to include developing and writing programs; developing and maintaining comprehensive program documentation; and modifying existing programs.

Monitors and maintains the integrity of CEIS files data bases and command procedures; performs graphic and/or data base manipulations; implements changes and/or improvements in programs; assists in the preparation of cost and time projections of system tasks; consults with new and existing users to determine their needs, problems and expectations.

Develops a training schedule for CEIS employees; supervises and critiques training as directed.

Provides Level IV hardware and software technical assistance and trouble shoots problems for internal and external customers in order to maintain the integrity of CEIS files data bases and command procedures; assists in the preparation of cost and time projections.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of City, County, State or Federal transportation planning processes.

Knowledge of engineering/planning software and applications.

Knowledge of regional transportation modeling.

Knowledge of the principles and practices of engineering.

Ability to perform technical research work and to give reliable advice on difficult engineering problems.

Ability to adapt approved engineering methods and standards to the design and construction of a variety of municipal public works projects.

Ability to establish and maintain effective working relationships with other government agencies, citizen committees, the media, public officials, other City departments, co-workers and the general public.

Ability to communicate effectively both orally and in writing.

Ability to understand and follow complex oral and written instructions.

Ability to provide advanced hardware/software support.

Ability to conceive, develop, implement and support advanced computer applications.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major course work in computer science, civil engineering or related engineering or engineering technologies field and experience in progressively responsible professional engineering work.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major course work in computer science, civil engineering or related engineering or engineering technologies field; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid State of Nebraska driver's license when operating a vehicle may be necessary to the satisfactory performance of assigned duties for some positions within this classification.

Employees may be required to possess any of the following if required by the position to which assigned.

Ability to qualify for Engineer-in-Training certification.

Masters Degree in computer science.

Approved by: _____
Department Head Personnel Director

9/99

Revised: 2/04

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